

Name: \_\_\_\_\_

## Business Technology

### Directions:

Evaluate the student by checking the appropriate number or letter to indicate the degree of competency. The rating for each task should reflect **employability readiness** rather than the grades given in class.

### Rating Scale:

- 3 Mastered** – can work independently with no supervision
- 2 Requires Supervision** – can perform job completely with limited supervision
- 1 Not Mastered** – requires instruction and close supervision
- N No Exposure** – no experience or knowledge in this area

3	2	1	N	A. Explore Careers in Business	Notes:
				1. Utilize career assessment tools (e.g., student interest survey, aptitude test)	
				2. Analyze various business careers by looking at salary, benefits, job requirements, educational requirements, employment outlook, etc.	
				3. Research career choice	
				4. Prepare a career development plan	
				5. Participate in work experience activities (e.g., job shadowing)	
				Other:	

3	2	1	N	B. Prepare for Employment	Notes:
				1. Research a potential employer	
				2. Prepare a resume	
				3. Compose a letter of application	
				4. Complete a job application	
				5. Prepare a work-sample portfolio	
				6. Differentiate between legal and illegal pre-employment questions	
				7. Participate in an interview for a job	
				8. Compose a follow-up (i.e., thank you) letter	
				9. Compose letters accepting and declining a job offer	
				10. Participate in internship or Supervised Business Experience activities	
				Other:	

3	2	1	N	C. Develop Career Management Strategies	Notes:
				1. Compare and contrast ethical, unethical, legal, and illegal business practices	
				2. Explain the importance of working within organizational structures (i.e., chain of command)	

				3. Describe rights and responsibilities of employees and employers (including information related to OSHA, FMLA, sexual harassment, FLSA, discrimination, ADA)	
				4. Describe the importance of life-long learning through continuing education and membership in professional organizations	
				5. Exhibit leadership skills through a student organization (e.g., FBLA, PBL)	
				6. Utilize performance-based job evaluation instruments	
				7. Prepare for job separation (e.g., letter of resignation, extended leave)	
				Other:	

<b>3</b>	<b>2</b>	<b>1</b>	<b>N</b>	<b>D. Communicate Effectively</b>	<b>Notes:</b>
				1. Use correct grammar, spelling, and punctuation	
				2. Apply proofreading and editing skills	
				3. Select appropriate communication methods (e.g., e-mail, FAX U.S. mail) for tasks	
				4. Communicate appropriately with internal and external customers	
				5. Compose business correspondence (e.g., e-mail, letter, report, memo)	
				6. Access information from professional, technical, and electronic resources	
				7. Deliver oral presentations using appropriate tools	
				8. Demonstrate and interpret nonverbal communication	
				9. Demonstrate effective listening skills	
				10. Identify factors (e.g., time, culture, exchange rates, human relations skills) affecting global communications	
				11. Give and take accurate messages (in person or by telephone)	
				Other:	

<b>3</b>	<b>2</b>	<b>1</b>	<b>N</b>	<b>E. Use Business Equipment</b>	<b>Notes:</b>
				1. Compare business equipment	
				2. Answer and place telephone calls	
				3. Deliver and receive voice mail messages	
				4. Prepare and send facsimile (FAX) communication	
				5. Operate a calculator to perform business mathematical functions	
				6. Produce business documents from dictated material	
				7. Capture an image with a digital camera or scanner	

				8. Record and edit sound	
				9. Record and edit digital video	
				10. Identify routine equipment maintenance needs	
				Other:	

3	2	1	N	<b>F. Demonstrate Proper Workplace Behaviors</b>	<b>Notes:</b>
				1. Maintain good attendance record	
				2. Interact effectively with others	
				3. Respect beliefs, opinions, and rights of others	
				4. Work effectively in teams	
				5. Demonstrate positive behavior when given direction, criticism, and comment	
				6. Manage stress effectively	
				7. Use appropriate language	
				8. Demonstrate proper professional appearance	
				9. Exhibit positive attitude	
				10. Exhibit initiative	
				11. Exhibit punctuality	
				12. Exhibit responsibility	
				13. Exhibit dependability	
				14. Exhibit honesty	
				15. Demonstrate proper business etiquette	
				Other:	

3	2	1	N	<b>G. Apply Business Administrative Skills</b>	<b>Notes:</b>
				1. Manage electronic and/or paper financial records	
				2. Manage filing systems	
				3. Coordinate business travel arrangements	
				4. Plan meetings and events	
				5. Research workplace trends (e.g., TQM, teams, voice recognition, ergonomics)	
				6. Demonstrate time management skills	
				7. Maintain electronic calendaring	

				8. Apply critical-thinking and problem-solving skills to make business decisions	
				9. Compare and contrast similar software programs	
				10. Process incoming and outgoing mail	
				11. Manage supplies economically and efficiently	
				Other:	

3	2	1	N	H. Apply Technology to Business Applications	Notes:
				1. Determine appropriate software application for tasks	
				2. Apply advanced word processing skills to design workplace documents	
				a. Mail merge	
				b. Tables	
				c. Macros	
				d. Envelopes and labels	
				e. Other:	
				3. Design and manage databases for workplace applications	
				a. Query	
				b. Filter	
				c. Sort	
				d. Merge	
				e. Generate and format reports	
				f. Other:	
				4. Design spreadsheets for workplace applications	
				a. Templates	
				b. Macros	
				c. Formulas and functions	
				d. Graphs and charts	
				e. Links	
				f. Other:	
				5. Produce multimedia presentations for the workplace	
				a. Sound bytes	
				b. Animation	
				c. Transition	
				d. Image download or import	
				e. Video	
				f. Other:	
				6. Produce workplace documents using desktop publishing software	
				7. Manipulate image files	
				8. Create a Web page for business applications	
				9. Maintain electronic files (e.g., server, workstation, shared files)	
				10. Capture text using OCR software	
				11. Produce documents using voice recognition technology	

				12. Maintain and troubleshoot computer workstation	
				a. Install software	
				b. Download plug-ins	
				c. Defrag hard drive	
				d. Run ScanDisk	
				e. Delete temporary and other unnecessary files	
				f. Change ink cartridges and toner	
				g. Scan for viruses	
				h. Troubleshoot common problems	
				i. Other:	
				13. Complete workplace applications that integrate word processing, spreadsheet, database, and multimedia software	
				Other:	

3	2	1	N	I. Use the Internet as a Business Tool	Notes:
				1. Distinguish between Internet and Intranet	
				2. Use e-mail to send and receive messages and attachments	
				3. Demonstrate appropriate Internet use for business (includes copyright, netiquette, privacy issues, ethics, etc.)	
				4. Evaluate reliability of the Internet as a resource	
				5. Analyze basic components of an electronic business Web site	
				6. Identify advantages and disadvantages of electronic business procedures (e-commerce)	
				7. Explore the career implications of e-commerce for entrepreneurs and employees	
				Other:	

3	2	1	N	J. Demonstrate Entrepreneurial Awareness	Notes:
				1. Describe characteristics (e.g., ownership of property, profit motive, risk taking, competition, supply and demand) of a free enterprise economic system	
				2. Describe forms of business ownership (e.g., sole proprietorship, partnership, corporation, cooperative)	
				3. Describe advantages and disadvantages of small business ownership	
				4. Identify steps necessary to start a business (i.e., need evaluation, site selection, marketing plan, financial plan, management plan)	
				Other:	

Certification: Obtain industry standard certification (MOUS, WordPerfect, etc.)

- \_\_\_\_\_ (Date)
- \_\_\_\_\_ (Date)
- \_\_\_\_\_ (Date)

Supervised Business Experience:

- \_\_\_\_\_ (Date)

Keyboarding Speed:

- \_\_\_\_\_ (Date)